



AMERICAN CONSULATE GENERAL  
HAMILTON BERMUDA

ANNOUNCEMENT NUMBER 08-05

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Assistant – FSN 9; FP-\*

**OPENING DATE:** May 1, 2008

**CLOSING DATE:** May 20, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **EFM/MOH/NOR: US\$** p.a. (Starting salary)  
(Position Grade: FP-BB to be confirmed by Washington)

\*Ordinarily Resident: BD\$67,560 p.a. (Approximate Starting salary)  
(Position Grade: FSN-9)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN BERMUDA AND HAVE PERMISSION TO SEEK EMPLOYMENT PERMIT TO BE ELIGIBLE FOR CONSIDERATION:**

The U.S. Consulate in Hamilton, Bermuda is seeking an individual for the position of Computer Assistant.

**MAJOR DUTIES:**

- Responsible for all computer and network operations, installation, modification, maintenance, user assistance, production of all reporting and troubleshooting of all hardware and software problems.
- Responsible for all operations, installation, and maintenance of all applications programs used by the Consulate General.
- Analyzes and makes changes in the operations of the Local Area Network within Department of State operational and security regulations.
- Develops and maintains a thorough and complete preventive maintenance program for all hardware and software in use.

- Ensures that user accounts are properly assigned and documented and that user rights are appropriately controlled per Department regulations and guidelines.
- Responsible for other communications equipment such as telephone network (Nortel Business Communications).

#### REQUIRED QUALIFICATIONS:

- Must have A+ Certification, working towards Network + and A Microsoft Certificate. Two years University Education towards an associate's degree in Computer Science, Information Systems Management or the equivalent, such as a combination of Microsoft certification and work experience.
- Minimum of one year prior experience providing support for LAN systems using Microsoft Windows 2000 and 2003. Experience must include LAN management, hardware and software installation, maintenance, and troubleshooting.
- Knowledge and experience with the Microsoft suite of office products, including Windows 2000, Exchange 2000 or 2003, Ghost, Access, anti-virus software and other internal applications and databases (SQL).
- Must be able to pass a US Government security background check

#### SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### TO APPLY:

Interested candidates for this position should submit the following:

1. Application for Federal Employment (DS-1950); or
2. A current resume or curriculum vitae that provides the same information as an DS-1950;
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO:

Human Resource Office  
 Attention: Mrs. Raynae Fleming  
 P.O. Box HM 325  
 Hamilton HM BX  
 E-mail address: HamiltonHR@state.gov

## POINT OF CONTACT

Mrs. Raynae Fleming  
Telephone: 441-295-1342 x234  
Fax: 441-296-9233

## DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS,GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 20, 2008  
An Equal Opportunity Employer